

TITLE: Public Works Data Specialist

Page 1

DEPARTMENT: Environmental ServicesREPORTS TO: Public Works SupervisorSUPERVISES: May provide lead direction to other Public Utility WorkersDEFINITION:

This position is responsible for monitoring and maintaining the Pavement Management System for the City utilizing specific computer equipment and software programs including collecting, building, maintaining and analyzing GIS information used by Public Works Transportation and Engineering for prioritizing maintenance and budget setting programs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes in the Public Utility Worker series by its major focus on utilizing specific computer software to monitor and manage critical public works functions. Performance of standard journey level installation, maintenance, and repair activities for City street, systems would also be expected of employees in this class, along with the ability to operate a variety of light and heavy equipment as needed or directed.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Collects visual distress data on City streets utilizing a laptop computer with field collector software and spreadsheets, Distance Measuring device and 2-way radios. Determines street ratings using the software and collected data.

Maintains the PMS database correcting errors, inputting data, adding new streets, completed maintenance and cost revisions.

Troubleshoots software and hardware problems.

Analyses data and produces reports for use in planning future maintenance strategies, schedules, preparing contracts and budget requirements.

Makes determinations regarding which maintenance practices are best suited for various pavement distresses.

Utilizes a Global Positioning System to collect geographical data. Downloads, processes and converts data to ArcView files for building maps.

Prepares and manages contracts for work to be performed. Prepares maintenance lists, produces contract documents, maps, change orders and council agenda items. Oversees the contracted work in conjunction with city inspectors.

Creates and maintains other databases related to public works applications such as the sign database requiring specific software, maintenance rights of ways database and training database.

Participates in external committees and associations keeping current on pavement management issues.

Provides technical assistance to other employees on personal computer and software issues, database input, data retrieval, spreadsheet production, GPS collection, PMS rating and GIS mapping needs. Produces reports for use in planning future maintenance strategies and budget requirements.

Learns to operate new software systems as needed; reviews and revises programs in conjunction with Information Technology to increase operating efficiency and adapt to new requirements.

Provides lead direction to assigned Public Works personnel, plans and makes work assignments and trains personnel as needed. Assures that work is performed according to established safety practices and procedures.

OTHER JOB FUNCTIONS

Participates in snow removal operations as necessary. Performs other related duties as required.

WORKING CONDITIONS:

Duties are primarily performed in an office or indoor environment, but may require work outside in varying and extreme weather conditions, with physical hazards, and excessively loud noise. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable positions. Regular lifting of objects and equipment ranging in weight from 25 to 100 lbs. is required. Subject to 24-hour call back for emergency conditions.

QUALIFICATIONS:

Knowledge of:

- Principals, practices and techniques of personal computer operation.
- Software and hardware installation and operation.
- Practical and logical application of computer equipment to problem solving.
- Pavement management computer software.
- Geographical Information System software.
- Pavement materials, conditions and maintenance.
- Roadway design, surveying and construction methods and techniques.

Ability to:

- Analyze technical data and recommend or take action based on analysis.
- Inspect complex pavement conditions in the field with a high degree of accuracy.
- Produce clear, concise reports.
- Assist supervisor in determining cost effective use of budgeted funds.
- Troubleshoot and learn new software and computer applications.
- Successfully convey technical information to customers.
- Operate heavy equipment and power tools used in public works maintenance operations.

- Effectively lead others in field work.
- Perform heavy manual work under confined and uncomfortable conditions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with other employees.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D. and three years directly related public works maintenance or construction experience, with one year experience operating computer programs.

Licenses, Certificates, and Other Requirements

Valid driver's license.

One or more of the following certificates may required depending upon area of assignment:

ODOT Flagger Certification

First Aid and CPR Certification

Approved: 8/94
Revised: 3/14/01

Union Code: GU
FLSA Status: NE